KENSINGTON®

Adding Machine User Manual

A guide to using the
Kensington Adding Machine Software

Kensington Adding Machine User Manual
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Introduction

Thank you for choosing the Kensington Adding Machine program for your Macintosh computer. The Adding Machine program gives you all the benefits of a traditional adding machine and calculator on your Macintosh computer. The Adding Machine program, used in conjunction with a Macintosh PowerBook and a Kensington NoteBook KeyPad, can replace the separate adding machine you may currently be using for your work. You can also use the Adding Machine program with any Macintosh computer that supports a keypad compatible with the Apple Extended Keyboard II.

The Adding Machine program offers you the choice between an Adding Machine window and a Calculator window. If you're familiar with standard adding machines or need to perform repetitive operations, you will probably prefer the Adding Machine window. If you haven't used a traditional adding machine, you can use the Calculator window. Both the Adding Machine and Calculator windows let you maintain a paper tape printout of your operations.

Unlike a standard adding machine or calculator, the Adding Machine program lets you use your Macintosh to save, open, and print your work and to exchange information with other programs.

This manual introduces you to all the features of the Adding Machine program. It includes reference chapters that explain the program's menus, keys, and other controls. There are also chapters with example operations you can perform to become familiar with the Adding Machine and Calculator windows.

Chapter 1: Installation

This chapter tells you what equipment you need in order to use the Kensington Adding Machine program with your Macintosh computer. It includes instructions for installing the software on your computer.

Please fill out the postage paid Owner Registration card and return it to Kensington so we can notify you of future upgrades and special offers from Kensington. We also use your comments to make improvements to our products.

WHAT YOU NEED

To install the Kensington Adding Machine program on your Macintosh computer, you need

- Apple System 6.0.7 or later running on an Apple Macintosh computer.
- We recommend the use of the Kensington NoteBook KeyPad or any Macintosh keyboard that has a built-in numeric keypad.

INSTALLING THE ADDING MACHINE PROGRAM

To install the Adding Machine program:

1. Make sure the Adding Machine disk is write-protected.

   A disk is write-protected if the small square hole in the disk is uncovered.

2. Make a backup copy of the Adding Machine disk.

3. Insert the original Adding Machine disk in your computer's floppy disk drive.

4. Double-click the ReadMe file and read the information in the file.

The ReadMe file provides information about the Adding Machine program that may not be contained in this manual.

5. Create a folder on your hard drive for the Adding Machine program.

6. Drag the Adding Machine program icon from the disk to the folder you just created on your hard drive.

The Adding Machine program is now installed on your computer.

Chapter 2: Getting Started

This chapter introduces the Kensington Adding Machine program. It gives instructions for opening and quitting the program and tells you how to use the Adding Machine program's on-line help. It also explains the two windows available in the program—the Adding Machine window and the Calculator window—and gives you examples of how to perform a simple operation in each window.

OPENING THE ADDING MACHINE PROGRAM

After you install the Adding Machine program on your computer, you can open the program.

To open the Adding Machine program:

1. Open the folder containing the Adding Machine program.
2. Double-click the program icon.

   The Adding Machine program opens and the Adding Machine window appears.

NOTE: The functions of the keys that appear on-screen in the Adding Machine and Calculator windows correspond to the functions of the keys on your hardware keyboard. However, some of the on-screen labels of the keys differ from those on hardware keypads.

This manual refers to keys according to their labels on the Adding Machine keypad—the labels you see on the computer screen. Chapter 5, "The Adding Machine Window Keypad," and Chapter 6, "The Calculator Window Keypad" each contain tables that list the hardware keypad equivalents for the Adding Machine program's key labels.

THE ADDING MACHINE AND CALCULATOR WINDOWS

The Adding Machine program has two windows that you can work in—the Adding Machine window and the Calculator window. If you are used to a traditional adding machine, and want the ability to do fast repetitive operations, or want to automate functions like tax and percent, you should use the Adding Machine window.

If you are unfamiliar with traditional Adding Machines, or prefer calculator-style input, you can use the Calculator window.

To perform an operation in either window, you press the appropriate keys on the hardware keypad. You can also use a mouse to click the appropriate keys in the windows. For an explanation of the keys in the Adding Machine and Calculator windows, see Chapter 5, "The Adding Machine Window Keypad" and Chapter 6, "The Calculator Window Keypad."

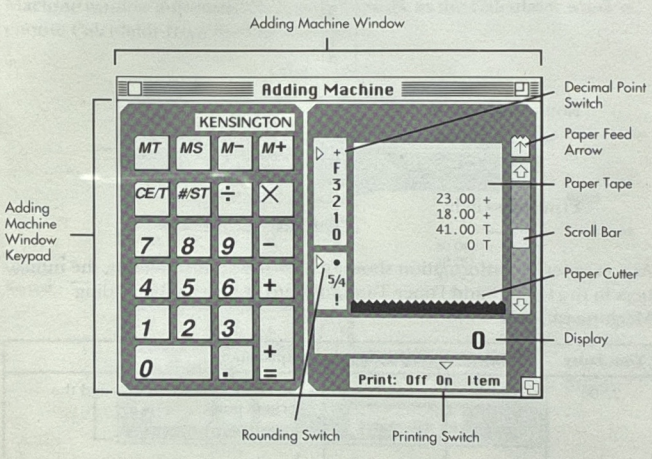
As you enter numbers in either of the windows, the numbers appear in the display. When you perform an operation, the figures appear on the paper tape. You can scroll the paper tape up and down, and use the paper feed arrow to add blank space to the paper tape. The printing switch turns the paper tape on and off and, in the Adding Machine window, also allows you to have the program count the items in addition and subtraction operations.

You can designate the number of decimal points and the type of rounding used in your operations by choosing one of the settings on the decimal point switch and the rounding switch. For a detailed explanation, see Chapter 3, "The Paper Tape, Display, Decimal Point Switch, and Rounding Switch."

Using the Adding Machine Window

When you first open the Adding Machine program, the Adding Machine window appears. From then on, when you open the program, the window that you last worked in appears.

It's easy to switch between the Adding Machine window and the Calculator window. Just choose Adding Machine or Calculator from the Options menu at any time.

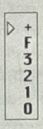


Try performing this simple operation in the Adding Machine window:

23 + 18 = 41

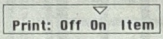
This example uses the Adding Machine program's default settings:

Decimal point switch:



Rounding switch:

Printing switch:

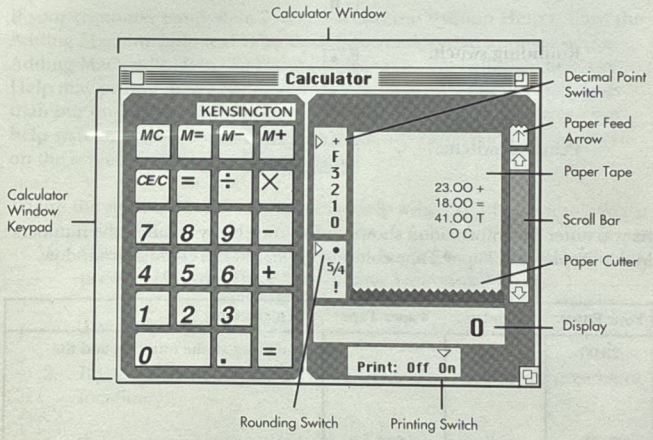


As you enter the information shown in the Your Entry column, the numbers in the Display and Paper Tape columns appear in the Adding Machine window.

Your Entry	Display	Paper Tape	Explanation
23.00	23.00		You enter all the numbers and the decimal point.
+	23.00	23.00 +	The program performs the addition operation.
18.00	18.00		You enter all the numbers and the decimal point.
+	41.00	18.00 +	The program performs the addition operation.
CE/T	41.00	41.00 T	The Adding Machine program totals the operation because you pressed **CE/T** after pressing +.
CE/T	0	0 T	The Adding Machine program clears the current total.

Using the Calculator Window

When you use the Adding Machine program for the first time, the Adding Machine window automatically opens. To work in the Calculator window, choose Calculator from the Options menu.



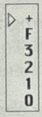
The Calculator window shares many of the features of the Adding Machine window, including the basic keypad, the paper tape, and the decimal point and rounding switches. However, some of the keys in the Calculator window function differently than they do in the Adding Machine window. For an explanation of the keys in the Calculator window, see Chapter 6, "The Calculator Window Keypad."

Try performing the following simple operation to see an example of how to use the Calculator window. Enter this addition operation:

23 + 18 = 41

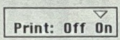
This example uses the program's default switch setting:

Decimal point switch:



Rounding switch:

Printing switch:



As you enter the information shown in the Your Entry column, the numbers in the Display and Paper Tape columns appear in the Calculator window.

Your Entry	Display	Paper Tape	Explanation
23.00	23.00		You enter all the numbers and the decimal point.
+	23.00	23.00 +	The program performs the addition operation.
18.00	18.00		You enter all the numbers and the decimal point.
=	41.00	18.00 =	The program performs the addition operation.
	41.00	41.00 T	The total automatically appears on the paper tape.
CE/C	0	0 T	The Adding Machine program clears the current total.

GETTING HELP

The Adding Machine program's on-line help provides information about each of the program's features. The help information is displayed in a Help window that you can move around the computer screen.

If your computer has System 7, you can also use Balloon Help to view the Adding Machine help text. The same information that appears in the Adding Machine's Help window also appears in the balloons. Balloon Help may provide more detailed information on the menu commands than our on-line help system does. The advantage of using our on-line help system, however, is that you can place our Help Window anywhere on the screen that is convenient for you.

To use the Adding Machine program's Help window:

1. Choose Help Window... from the Apple (🍎) menu. You can also press ⌘-H or the "help" key, if your keyboard has one.

   The Help window opens.

2. If you like, you can move the Help window to a more convenient location.

3. To obtain help for any item in the Adding Machine program, move the cursor so that it points to the item.

   For example, to display help for the File menu, move the cursor until it points to the File menu. Information about the menu appears in the Help Window.

QUITTING THE ADDING MACHINE PROGRAM

When you are finished using the Adding Machine and Calculator windows, you can quit the Adding Machine program.

To quit the Adding Machine program:

1. Choose Quit from the File menu.

NOTE: By default, the Adding Machine program prompts you to save your work any time you take an action that will close the window. You can change this feature by using the Prompt For Save command in the Options menu. To learn more about this command, please refer to the "Prompt For Save" section in Chapter 4, "Menu Command Summary." In this example, we assume that you have not changed the Prompt For Save setting.

If you haven't saved your most recent operations, a dialog box appears, asking whether you want to save your changes.

2. Click the appropriate button in the dialog box.

   The program quits.

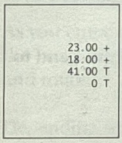
Chapter 3: The Paper Tape, Display, Decimal Point Switch, and Rounding Switch

This chapter gives information about the features on the right side of the Adding Machine and Calculator windows. It explains the paper tape controls, such as the paper feed arrow and the paper cutter, and describes the display. It also tells you how to use the different settings on the decimal point and rounding switches.

THE PAPER TAPE CONTROLS

This section describes the paper tape feature in the Adding Machine and Calculator windows and explains how to use the different paper tape controls.

The Paper Tape



The paper tape is the column of numbers on the right side of the window.

When you perform operations, the Adding Machine enters the numbers and the operations on the paper tape in the Adding Machine or Calculator window. You can use the paper tape to keep track of your operations, just as you would use the paper tape on a traditional adding machine or calculator.

If you have a color monitor, negative totals and subtotals appear on the paper tape in red.

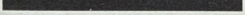
The Scroll Bar

If the information on the paper tape doesn't fit on the visible part of the tape, you can use the scroll bar to the right of the paper tape to view more information. The scroll bar works in the same way as any standard Macintosh scroll bar. To scroll the paper tape up or down, click one of the scroll arrows or the scroll bar itself, or drag the scroll box in the appropriate direction.

The Paper Feed Arrow

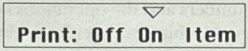
To add space to the paper tape, you click the paper feed arrow in the upper right corner of the window, just above the scroll bar. With each click, the program adds one blank line to the end of the paper tape. Or you can also hold this button down to have blank lines added until you release it.

You can also choose the Feed Paper command from the Edit menu to add blank lines.

The Paper Cutter 

To remove the paper tape from the Adding Machine or Calculator window, you click the paper cutter. The paper cutter is the black bar with the serrated edge, at the bottom of the paper tape. The paper cutter only removes the paper tape and the operations recorded on it from the screen. The paper cutter does not clear the current operation from your computer's memory.

You can also choose the Tear Off Tape command from the Edit menu to remove the paper tape.

The Printing Switch 

To control whether the program records your operations on the paper tape, you use the printing switch, which is located below the paper tape and display. In the Adding Machine window, you can also use the printing switch to produce an item count for addition and subtraction operations.

To choose one of the settings, you can either click the pointer and drag it to the appropriate setting or simply click the setting itself.

- To record operations on the paper tape, choose On.

- To perform operations without recording them on the paper tape, choose Off.

  When you choose the Off setting, the program does not record any subsequent operations on the paper tape. The paper tape and any operations already recorded on it remain in the window.

- The Item setting is only available in the Adding Machine window. To keep track of the number of items you enter during an addition or subtraction operation, choose Item. When the program records a total on the paper tape, it also records the number of items in the operation.

  The Item setting only works with addition and subtraction operations. If you press any key other than a number key, +, or –, the program clears the item count.

THE DISPLAY

As you enter a number, the program shows the number in the display—the box just below the paper tape. The display also shows operation subtotals and totals.

Depending on the operation, the display may also show one of the following characters to the right of the number.

- Indicates that the current number is negative.

E Indicates that an error has occurred. The display holds a maximum of 12 digits. If you try to divide a number by zero or if an operation will produce a total with more than 12 digits, the program does not perform the operation. The program restores the display to its previous state, and an **E** appears in the display after the number.

For example, if you enter

123456789012 +

and then enter

100 ×

the program does not multiply 123,456,789,012 by 100 because the total has more than 12 digits. Instead, the program clears the 100 from the display and shows the original number you entered, 123456789012, with an E after it.

To clear an E from the display, press **CE/T** in the Adding Machine window or **CE/C** in the Calculator window.

M Indicates that the memory total is not zero.

THE DECIMAL POINT SWITCH

You use the decimal point switch to specify the number of digits a decimal number has after the decimal point. For example, if you choose the **2** setting, the program shows only two digits after the decimal point.

You can choose one of the following settings for the decimal point switch:

+
F
3
2
1
0

These settings work in conjunction with the settings on the rounding switch. If you enter a number with more digits than the decimal point setting specifies, the program rounds the number down or up so that it has the correct number of digits. For an explanation of the rounding

switch settings, see "The Rounding Switch," section later in this chapter. If you enter a number with fewer digits than the decimal point switch specifies, the program adds zeros to the number to fill in the decimal places.

To choose one of the decimal point settings, you can either click the pointer and drag it to the appropriate setting or simply click the setting itself.

NOTE: The setting on the decimal point switch does not affect multiplication or division operations until you total the operation. When you enter numbers for a multiplication or division operation, the program automatically uses floating point notation for the numbers. When you total the operation, the program places the decimal point according to the decimal point setting you've chosen. For an explanation of floating point notation, see below.

▷ +

Choose + for a fixed, two-decimal position.

When you have chosen +, you don't have to enter a decimal point in a number. The program automatically puts the decimal point in the second decimal place. For example, when you enter the number 111, the program records 1.11.

▷ **F**

Choose **F** for floating point notation.

When you use floating point notation, the program does not automatically set the position of the decimal point in a decimal number. You need to include the decimal point in each number you enter. The program doesn't round the number, but shows as many digits as you enter and as many digits as are in an operation total (up to the 12 digits that fit in the display).

For example, when you enter the number 111, the program records 111. When you enter the number 1.11, the program records 1.11.

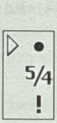
Number Settings

When you choose one of the number settings (3, 2, 1, or 0), you specify the number of decimal places you want in a number. When an operation total or a number has fewer digits after the decimal point than the decimal point switch specifies, the program adds zeros to the number to fill in the decimal places. If an operation total or a number has more digits after the decimal point than the decimal point switch specifies, the program shortens the number to the appropriate number of digits using the rounding method that you select with the Rounding Switch. (See the next section for details on the Rounding Switch.)

For example, if you choose the setting **3** and enter the number 111, the program adds three zeros after the decimal place and records 111.000. If you enter the number 1.11, the program adds one zero and records 1.110. If you enter the number 1.1111, the program shortens your entry to 1.111.

THE ROUNDING SWITCH

You use the rounding switch to choose the type of rounding you want in your operations. You can choose one of the following settings for the rounding switch:



These settings work in conjunction with the decimal point settings. When the program rounds a number up or down, it uses the decimal point setting to determine which digits to drop. For example, if you set the decimal point switch to **2** and enter the number

56.4368

the program drops the last two digits so that the number only has two digits after the decimal point. The program rounds the number on the basis of the first digit dropped—in this example, the 6.

To choose one of the rounding settings, you can either click the pointer and drag it to the appropriate setting or simply click the setting itself.

▷ • (Truncate)

Choose the • (truncate) setting if you want the program to shorten a number to the correct number of decimal places.

When you have chosen the • setting, the program drops any digits after the number of decimal places you specified with the decimal point switch.

For example, if you choose the **2** decimal point setting and an operation total is 5.444, 5.445, or 5.446, the program drops the last digit from any of these numbers and uses the number 5.44 for each.

▷ 5/4 (Rounding)

Choose the **5/4** (rounding) setting if you want the program to round numbers up or down, based on the value of the first digit dropped.

When you chose the **5/4** setting and the first digit dropped in a total is 4 or less, the program rounds the number down. If the first digit dropped in a total is 5 or more, the program rounds the number up.

For example, if you choose the **2** decimal point setting and an operation total is 5.444, the program rounds the number down and uses 5.44 in the operation. If you choose the **2** decimal point setting and an operation total is 5.445, the program rounds the number up and uses 5.45 in the operation.

▷ ! (Statistical Rounding)

Choose the **!** (statistical rounding) setting if you want the program to apply statistical rounding to the numbers you enter. Statistical rounding produces consistently more accurate numbers than **5/4** rounding or truncating, especially when adding a long list of numbers. If you need to produce a set of very accurate figures, you may want to use the **!** setting.

As with the **5/4** setting, when you choose the **!** setting and the first digit dropped in an operation total is 4 or less, the program rounds the number down; when the first digit dropped in an operation total is 6 or more, the

program rounds the number up. However, when the first digit dropped in an operation total is 5, the program rounds the number to the nearest even number with the correct number of significant digits.

For example, if you choose the + decimal point setting and the operation total is 5.445, the program rounds the number down to 5.44. If the operation total is 5.555, the program rounds the number up to 5.56. The number 5.445 is closest to 5.44, whereas the number 5.555 is closest to 5.56.

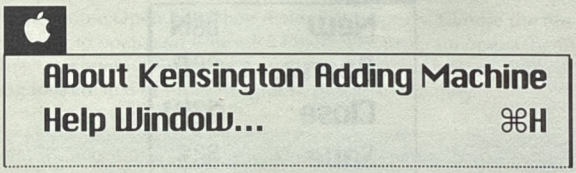
Chapter 4: Menu Command Summary

This chapter explains how to use each of the menu commands in the Kensington Adding Machine program.

The Adding Machine program has an Apple (🍎) menu, a File menu, an Edit menu, and an Options menu for the Adding Machine window and the Calculator window. The commands in these menus function identically in both windows. The Adding Machine window also has a Plus Key menu that is not in the Calculator window.

THE APPLE (🍎) MENU

The Apple menu commands give you information about the Kensington Adding Machine program.



About Kensington Adding Machine

Use this command to find out the version number of the Adding Machine program and to obtain information about Kensington.

Help Window...

Use this command to view the Adding Machine's Help window. You can drag the Help window to any position on your computer screen. To obtain a brief description of any features of the Adding Machine program, move the cursor over the specific item. The Help window shows information about that item.

NOTE: If your computer has System 7, you can also use Balloon Help to view the Adding Machine help text. The same information that appears in the Adding Machine's help window also appears in the balloons. Balloon help can provide more detail on the menu commands than our on-line help system does. The advantage of using our on-line help system, however, is that you can place our Help window anywhere on the screen.

THE FILE MENU

The File menu commands let you create and work with files that contain the information you enter on the paper tape.

New

Use this command to open a new, blank paper tape.

When you choose New, the Adding Machine program closes the current paper tape and opens a new one.

By default, the Adding Machine program will prompt you to save any unsaved operations that you have entered before it closes a paper tape file. For more information on this feature, please see the "Prompt For Save" section later in this chapter.

Open...

Use this command to open an existing file.

When you choose Open, the Open dialog box appears. Choose the file that you want to open, and then click Open. The program opens the file and shows the operations on the paper tape. For more information on opening files created by other programs, please see Chapter 7.

NOTE: If the printing switch is set to Off, the program doesn't show the operations on a paper tape. The current total appears in the display, and you can continue with the operation.

Close

Use this command to close the Adding Machine or Calculator window.

When you choose Close, the program closes the Adding Machine or Calculator window. By default, the Adding Machine program will prompt you to save any unsaved operations that you have entered before it closes a paper tape file. You can, however, disable this feature. For more information on this feature, please see the "Prompt For Save" section later in this chapter.

Save

Use this command to save the paper tape information in a file. These files are plain text files that contain all the information on the paper tape.

When you choose Save from the File menu, and you have previously saved the paper tape, the program saves any new information in the existing file. If you have never saved the paper tape, the Save As dialog box appears. Enter the appropriate information, and click Save. The program saves the new paper tape file.

Save As...

Use this command to save paper tape information in a new file.

When you choose Save As from the File menu, the Save As dialog box appears. Enter the appropriate information, and click Save. The Adding Machine saves the new paper tape file.

Page Setup...

Use this command to choose options for printing a hard copy of a paper tape. When you choose Page Setup, the Page Setup dialog box appears.

The Page Setup dialog box contains the standard Macintosh page setup information. Select the options you want to use, and then click OK.

Print...

Use this command to print a hard copy of a paper tape. When you choose Print, the Print dialog box appears.

The Print dialog box contains the standard Macintosh print options. You can also specify the number of columns you want the Adding Machine program to print on each piece of paper, as well as the title you want printed.

If a tape has more lines of information than will fit on one page of paper, you can break the paper tape information into columns by typing the number of columns you want in the Number of Columns box.

The program can print as many columns as fit on the page. Normally, the program can print three columns on a page that is 8.5 inches wide.

If you specify more columns than can fit on a page, the program still prints only as many columns as fit on a page, using as many pages as are necessary to print all the information. For example, if you are using paper that is 8.5 inches wide, have seven columns of information, and specify seven columns in the Print dialog box, the program prints three columns on the first page, three columns on the second page, and one column on the third page.

If you want to print a title on the hard copy of the paper tape, type the title in the Title box. The program prints this title on the top of every page.

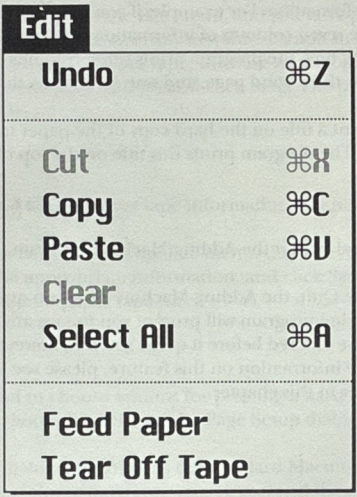
Quit

Use this command to quit the Adding Machine program.

When you choose Quit, the Adding Machine program quits. By default, the Adding Machine program will prompt you to save any unsaved operations that you have entered before it quits. You can, however, disable this feature. For more information on this feature, please see the "Prompt For Save" section later in this chapter.

THE EDIT MENU

The Edit menu commands let you make changes to the current paper tape information.



Undo

Use this command to reverse the most recent action that you have taken. When you choose Undo, the program reverses the last number or operation that you entered, and removes any record of the action or operation from the paper tape.

The Undo command in the Edit menu changes depending on your last action. For example, if you add or subtract a number, the Undo command changes to Undo Operation. If your last action was to choose Undo, Undo changes to Redo. When you choose Redo, the program reverses the first Undo command and restores the window and paper tape to its previous state.

Cut

The Cut command is not available with the Adding Machine program.

Copy

Use this command to copy selected information from the paper tape to the bottom of the tape, to another tape file, or to another program. When you select all or part of the information on the tape and choose Copy, the program stores a copy of the selected information on the Clipboard. If no information is selected, the program copies the number in the display to the Clipboard.

You can then paste that information to the bottom of the paper tape, to another paper tape file, or to any program that supports TEXT or VALU resources, such as a spreadsheet or word processing program. For detailed instructions about pasting information into another application, see Chapter 7, "Using the Adding Machine Program with Other Programs."

Paste

Use this command to paste copied information from the paper tape, from another file, or from another program to the paper tape. When you choose Paste, the program pastes the information you have copied to the bottom of the paper tape and performs any operations specified in the information.

If you have copied the information from another program, the Adding Machine program will only perform the operations if they are formatted appropriately for the paper tape. If a pasted number has no operation associated with it, the program adds the number to the current total. For detailed instructions about copying information from another program, see Chapter 7, "Using the Adding Machine Program with Other Programs."

Clear

The Clear command is not available with the Adding Machine program.

Select All

Use this command to select all the information on the paper tape. You can then copy the information and paste it to the bottom of the tape, to another paper tape file, or to another program.

Feed Paper

Use this command to add blank lines to the bottom of the paper tape. When you choose Feed Paper, the program moves the paper tape forward to add a blank line at the bottom of the tape. This command has the same function as the paper feed arrow on-screen.

Tear Off Tape

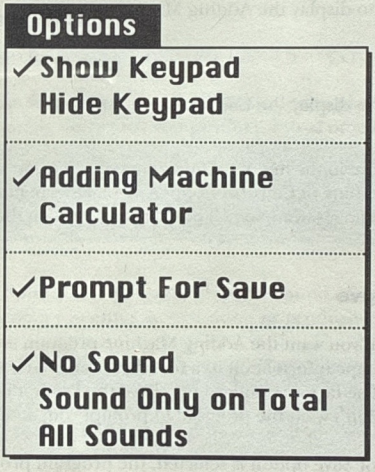
Use this command to remove the paper tape from the screen.

The Tear Off Tape command only removes the paper tape and the operations recorded on it from the screen. The command does not clear the current operation from your computer's memory. For example, if you enter the operation 5 + 3 in the Adding Machine window and then choose Tear Off Tape, the operation remains stored in the computer's memory. If you press the +/= key, the program adds the two numbers, and the number 8 appears in the display as the total.

You can also click the paper cutter to remove the paper tape.

THE OPTIONS MENU

The Options menu lets you change the appearance and settings of the Adding Machine program.



When you choose one of the options, a check mark appears next to that option on the menu.

Show Keypad

Use this option to show the keypad area of the Adding Machine or Calculator window. If you have used the Hide Keypad option to hide the keypad area, choose Show Keypad when you are ready to see the keypad again. The program's factory standard setting is Show Keypad.

Hide Keypad

Use this option to hide the keypad area of the Adding Machine or Calculator window if you want to save space on your screen. When you choose this option, the Adding Machine displays only the right half of the

Adding Machine or Calculator window—the area containing the paper tape, paper tape controls, and other switches.

Adding Machine

Use this option to display the Adding Machine window.

Calculator

Use this option to display the Calculator window.

NOTE: If you are in the middle of an operation when you select either the Adding Machine or Calculator option, a total is generated before the program changes windows. All other settings remain the same.

Prompt For Save

Use this option if you want the Adding Machine program to prompt you to save your paper tape information to a file whenever you choose New, Open, Close, or Quit. The factory standard is to have the Prompt For Save option selected; if you don't want the program to prompt you, deselect the option.

If the Prompt For Save option is selected, the program prompts you to save your paper tape information in a file when you create a new paper tape, open an existing paper tape file, close the current paper tape, close the Adding Machine and Calculator windows, or quit the program.

If you deselect Prompt For Save, the program will not prompt you, and it will not save the current information when you create a new paper tape, open an existing file, close the current paper tape, close the Adding Machine or Calculator window, or quit the program.

For further information about saving paper tape information in a file, see the "Save" and "Save As" sections earlier in this chapter.

No Sound

Use this option to turn off the program's sounds. No Sound is the factory standard sound option for the Adding Machine program.

Sound Only on Total

Use this option to turn on the program's sound for operation totals only.

When you choose Sound Only on Total, the program plays the sound of a paper tape advancing every time you produce a total or subtotal.

All Sounds

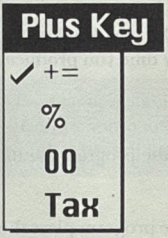
Use this option to turn on the program's sound for all operations and operation totals.

If you select All Sounds, the program plays the sound of a paper tape advancing every time you enter an operation or produce a total.

NOTE: If you want to hear the program's sound, the printing switch must be set to On. If the printing switch is set to Off, the paper tape does not advance and the program does not play any sound.

THE PLUS KEY MENU

The Plus Key menu is available only with the Adding Machine window. The Plus Key menu commands let you choose one of the following functions for the + key: +=, %, 00, or Tax. To change the + key function, choose the appropriate option from the menu. The plus key in the Adding Machine window will change appearance to reflect your choice.



For a detailed explanation of each function, see Chapter 5, "The Adding Machine Window Keypad."

Chapter 5: The Adding Machine Window Keypad

This chapter consists of a table that tells you how to use each of the keys in the Adding Machine window keypad. On the left it lists the label of a key in the window, to the right it shows the equivalent label on the hardware keypad, and an explanation of the key's function follows.

For an explanation of the keys in the Calculator window, see Chapter 6, "The Calculator Window Keypad."

Adding Machine Keypad Label	Hardware Keypad Label
Number Keys	

Explanation: Press any of the number keys to enter that number. As you press a number key, that number appears in the display on the Adding Machine window and is entered into the current operation.

or, on some non-US keyboards

Explanation: Press . to enter a decimal point.

You can use the decimal point switch to determine the position of the decimal point in the numbers you enter. For information on choosing a decimal point setting, see "The Decimal Point Switch" in Chapter 3.

Explanation: Press + to add a number, or to complete a multiplication or division operation. You can also use the += key to perform the same operations as the + key.

When you press + after pressing a number key in an addition or subtraction operation, the program adds the number currently in the display to the total. When you press + after pressing + or –, the program adds the most recently entered number to the current total.

When you press + after pressing a number key in a multiplication or division operation, the program uses the number currently in the display to complete the × or ÷ operation. When you press + after pressing × or ÷, the program uses the most recently entered number to complete the × or ÷ operation. You can use the new total as the first number in the next operation.

NOTE: You can change the function associated with the + key by using the Plus Key menu to assign the %, 00, or Tax function to this key. For instructions on using the Plus Key menu, see Chapter 4, "Menu Command Summary." For information on the specific functions, see the %, 00, and Tax entries later in this table.

Explanation: Press – to subtract an entered number or to multiply or divide by a negative number.

When you press – after pressing a number key in an addition or subtraction operation, the program subtracts the number currently in the display from the total. When you press – after pressing + or –, the program subtracts the most recently entered number from the total.

When you press – after pressing a number key in a multiplication or division operation, the program completes the operation using the negative of the number currently in the display. When you press – after pressing × or ÷, the program completes the multiplication or division operation using the negative of the most recently entered number. You can use the new total as the first number in the next operation.

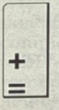
Explanation: Press × to begin a multiplication operation. When you press × after pressing a number key in an addition or subtraction operation, the program clears the addition or subtraction total and uses the number currently in the display as the first number in a multiplication operation. When you press × after pressing + or −, the program uses the current total as the first number in a multiplication operation.

When you press × after pressing a number key in a multiplication or division operation, the program multiplies the number currently in the display by the current total. When you press × after pressing × or ÷ , the program multiplies the most recently entered number by the current total.

Explanation: Press ÷ to begin a division operation.

When you press ÷ after pressing a number key in an addition or subtraction operation, the program clears the addition or subtraction total and uses the number currently in the display as the first number in a division operation. When you press ÷ after pressing + or −, the program uses the current total as the first number in a division operation.

When you press ÷ after pressing a number key in a multiplication or division operation, the program divides the current total by the number currently in the display. When you press ÷ after pressing × or ÷, the program divides the current total by the most recently entered number.



or, on some non-US keyboards

Explanation: Press += to add a number or to complete a multiplication or division operation. You can also use the + key to perform the same operations as the += key.

When you press += after pressing a number key in an addition or subtraction operation, the program adds the number currently in the display to the current total. When you press += after pressing + or −, the program adds the most recently entered number to the current total.

When you press += after pressing a number key in a multiplication or division operation, the program uses the number currently in the display to complete the operation. When you press += after pressing × or ÷, the program uses the most recently entered number to complete the operation. You can use the new total as the first number in the next operation.

or, on some non-US keyboards

Explanation: Press **CE/T** to clear a number from the display or to record the current total on the paper tape and clear the total from the program.

When you press **CE/T** after pressing a number key, the program clears that number from the display without entering the number in the current operation.

When you press **CE/T** after pressing +, −, ×, or ÷, the program shows the current total on the paper tape and clears the internal total. The **T** after the number indicates that the number is a total. You can use the new total as the first number in the next operation.

When you press **CE/T** a second time, the program clears the display, and a 0 with a T after it appears on the paper tape, indicating that the total is cleared.

Explanation: Press #/**ST** to print a note or a subtotal on the paper tape.

When you press #/**ST** after pressing a number key, the program clears that number from the display, and the number appears on the left side of the paper tape, preceded by a #. You can use this number as a note; for example, you can enter a check number before entering the amount of the check.

When you press #/**ST** after pressing +, −, ×, or ÷, the program shows the current subtotal on the paper tape. The ST after the number indicates that the number is a subtotal. You can use the subtotal as the entered number in the next operation.

Explanation: Press **M+** to add a number to the memory total. The number being added appears on the paper tape. The **M+** after the number indicates that it is being added to the memory total.

When you press **M+** after pressing a number key in an addition or subtraction operation, the program adds the number currently in the display to the memory total. When you press **M+** after pressing + or −, the program completes the operation and adds the new total to the memory total.

When you press **M+** after pressing a number key in a multiplication or division operation, the program uses the number currently in the display to complete the operation and adds the new total to the memory total. When you press **M+** after pressing × or ÷, the Adding Machine uses the most recently entered number to complete the operation and adds the new total to the memory total.

Explanation: Press **M−** to subtract a number from the memory total. The number being subtracted appears on the paper tape. The **M−** after the number indicates that it is being subtracted from the memory total.

When you press **M−** after pressing a number in an addition or subtraction operation, the program subtracts the number currently in the display from the memory total.

When you press **M−** after pressing + or −, the program completes the operation and subtracts the new total from the memory total.

When you press **M−** after pressing a number key in a multiplication or division operation, the program uses the number currently in the display to complete the operation and subtracts the new total from the memory total. When you press **M−** after pressing × or ÷, the program uses the most recently entered number to complete the operation and subtracts the new total from the memory total.

Explanation: Press **MS** to show the memory subtotal on the paper tape.

When you press **MS**, the memory subtotal appears on the paper tape. The MS after the number indicates that the number is the memory subtotal. The current memory total is unaffected. You can use the subtotal as the entered number in the next operation.

Explanation: Press **MT** to show the memory total on the paper tape and to clear the memory total.

When you press **MT**, the program records the memory total on the paper tape and then clears it. The MT after the number indicates that the number is the memory total. You can use the total on the paper tape as the first number for the next operation.

Explanation: You can choose % from the Plus Key menu to assign the % function to the + key.

Press **%** to complete an operation and multiply the product or quotient by a specified percent. You can only use **%** after a multiplication or division operation.

When you press **%**, the program divides the most recently entered number by 100 and then uses the quotient to complete the previous operation. For example, if you enter

$$50 \times 2\ \%$$

the program first divides 2 by 100 and then multiplies the result—.02—by 50, printing the number

1.00 T

as the resulting percentage. If you want to add the percentage to the original product, simply press +=. The new total

51.00 T

appears on the paper tape.

Explanation: You can choose 00 from the Plus Key menu to assign the 00 function to the + key.

When you press the **00** key, the program automatically includes two zeros in a number, so you do not have to press the **0** key twice.

Explanation: You can choose TAX from the Plus Key menu to assign the TAX function to the + key. When you choose TAX, the Tax Percentage dialog box opens.

Enter the tax amount you want to use in the Enter Tax Percentage box. For example, if you want to use a tax of 8 ¼% in an operation, enter 8.25 in the dialog box. When you have entered the tax, click Done. The program assigns the TAX function to the + key. If you want to cancel the function, click Cancel.

When you press TAX to complete an operation, the program automatically calculates the specified tax percentage of the current total, and adds the tax to the total.

For example, if you set the tax to 8.25% and enter

$$50 \times \text{TAX}$$

the program multiplies 50 by .0825, with a resulting tax of

$$4.12$$

then adds the tax to the original number (50) and produces the total

$$54.12$$

Chapter 6: The Calculator Window Keypad

This chapter consists of a table that tells you how to use each of the keys in the Calculator window keypad. On the left it lists the label of a key in the window, to the right it shows the equivalent label on the hardware keypad, and an explanation of the key's function follows.

For an explanation of the keys in the Adding Machine window, see Chapter 5, "The Adding Machine Window Keypad."

Calculator Keypad Label	Hardware Keypad Label
Number Keys	

Explanation: Press any of the number keys to use that number in a calculation. As you press a number key, that number appears in the display in the Calculator window and is entered into the current operation.

or, on some non-US keyboards

Explanation: Press . to enter a decimal point.

You can use the decimal point switch to determine the position of the decimal point in the numbers you enter. For information on choosing a decimal point setting, see "The Decimal Point Switch" in Chapter 3.

Explanation: Press + to begin an addition operation.

When you press +, the program completes the previous operation and begins an addition operation. Then, when you press a number key followed by +, −, ×, ÷, or =, the program adds the new number to the current total.

Explanation: Press – to begin a subtraction operation, or enter a negative number.

When you press –, the Adding Machine completes the previous operation. Then, when you press a number key followed by +, –, ×, ÷, or =, the program subtracts the new number from the current total.

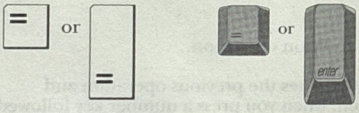
When you press – before entering a number, the number becomes negative.

Explanation: Press × to begin a multiplication operation.

When you press ×, the program completes the previous operation. Then, when you press a number key followed by +, –, ×, ÷, or =, the program multiplies the new number by the current total.

Explanation: Press ÷ to begin a division operation.

When you press ÷, the program completes the previous operation. Then, when you press a number key followed by +, –, ×, ÷, or =, the program divides the current total by the new number.



Explanation: The calculator has two = keys. Press either = key to complete an operation.

When you press = after a pressing a number key, the program completes the operation and shows the current total on the paper tape.

When you press = after pressing +, −, ×, ÷, or =, the program completes the operation using the number currently in the display.

The program does not clear the total, so you can use the total as the next number in your operation.

or, on some non-US keyboards

Explanation: Press **CE/C** to clear a number from the display or to clear the current total from the program.

When you press **CE/C** after pressing a number key, the program clears that number from the display without entering the number in the current operation.

When you press **CE/C** after pressing +, −, ×, ÷, or =, the program clears the total and prints a 0 with a C after it to indicate that the total has been cleared.

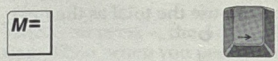
Explanation: Press **M+** to add the current total to the memory total.

When you press **M+** , the program completes the current operation and then adds the total to the memory total. The new total appears on the paper tape. The M+ next to the number indicates that the number is added to the memory total.

Explanation: Press **M−** to subtract the current total from the memory total.

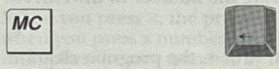
When you press **M−**, the program completes the current operation and

then subtracts the total from the memory total. The new total appears on the paper tape. The M– after the number indicates the number is subtracted from the memory total.



Explanation: Press **M=** to show the current memory total on the paper tape.

When you press **M=**, the memory total appears on the paper tape. The M= after the total indicates that it is the memory total. When you press **M=**, the current memory total is unaffected. You can use the total as the first number in your next operation.



Explanation: Press **MC** to clear the current memory total.

When you press **MC**, the program clears the memory total and prints a zero with an MC after it to indicate that the memory is cleared.

Chapter 7: Using the Adding Machine Program with Other Programs

You may want to use numbers and operations from the Adding Machine program in another program—such as a spreadsheet or word processing program. Or you may want to bring information from another program's file into the Adding Machine program. The Adding Machine program saves information as text files, so you can transfer information between the Adding Machine program and any program that supports text files. You can use copy and paste commands to exchange specific information between programs, or you can save a text file in one program and open it in the other.

BRINGING INFORMATION FROM ANOTHER PROGRAM INTO THE ADDING MACHINE PROGRAM

When you bring information into the Adding Machine program, the program reads each line of information and, depending on the characters in the line, records the information on the paper tape either as an operation or as a note.

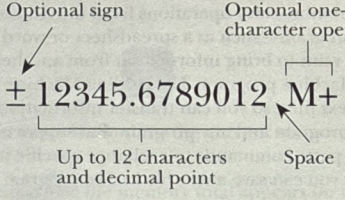
If the first character is a + or − sign or a digit, the program records the information as an operation; if the first character is a # symbol or another letter or character not used in any operation, the program records the information as a note. You can have any number of blank spaces or tabs in each line of information; the Adding Machine program ignores these spaces when it records the information.

The sections that follow explain how to format operations and notes in another program before bringing them into the Adding Machine program. There are also example procedures for transferring information into the Adding Machine program from two commonly used programs—Microsoft Excel® and Microsoft Word®.

Bringing a Number or Operation into the Adding Machine Program

When you bring numbers or operations from another program into the Adding Machine program, each line of information can contain an optional sign for the number (+ or −), up to 12 digits, an optional decimal

point, a space, and then a one- or two-character operation. The format for importing a number or operation into the Adding Machine is as follows:



If the line contains more than 12 digits, the program drops any digits after the first 12.

Importing Negative Numbers

If you want to enter a negative number in an operation, make sure that the first character in the line (after any blank spaces) is a – sign. If the first character in the line is a + sign, or if you don't include a sign character, the program records the number as a positive number. The + sign does not appear on the paper tape. When you bring a negative number into the Adding Machine program, the number appears on the paper tape preceded by the – sign.

The Decimal Point

When you enter a number, you can enter up to 12 digits and a decimal point. If you enter more than one decimal point, the program records the last decimal point in the line, ignoring the others.

Importing Digits

When you bring a number or operation into the Adding Machine program, if any one of the characters on a line is a letter or symbol other than those used in operations, the program records the entire line of information as a note instead of an operation. For information about recording notes, see "Bringing a Note into the Adding Machine Program," later in this chapter.

Interpreting the Operation

Once the Adding Machine program has recorded the number, it looks for a one- or two-character operation. If you have included an operation in the information, the program records and performs that operation. If you haven't included an operation, the program assumes an addition operation and adds the number to the current total. The program drops any characters in the line after the operation.

Interpreting Totals

If the operation that you bring into the Adding Machine program contains a total, that is, a number followed by the character "T", the program ignores the total and produces its own total from the transferred information. An exception occurs when you bring a total of zero into the Adding Machine window. In this case, the program records the zero and clears the current internal total.

Bringing a Note into the Adding Machine Program

You can also bring notes into the Adding Machine program from other programs. The program records each note on the left side of the paper tape, preceded by a # symbol.

You don't have to include the # symbol in your information. As long as the first character in the information isn't a +, –, space, tab, or a digit, the program automatically places the # symbol at the beginning of the note.

The program records the # sign and 12 characters on the paper tape. If you have more than 12 characters in the line of information, the program creates another note and records the remaining characters in it.

About Item Counts

When you bring an addition or subtraction operation into the Adding Machine window and the printing switch is set to Item, the program increments the item count. If the information you bring into the Adding Machine program contains an item count in a format that matches the

format that the Adding Machine program uses, the Adding Machine program ignores it. If you import an item count with a different format, the Adding Machine program interprets it as a note.

Pasting Information from Excel into the Adding Machine Program

To paste information from Excel:

1. Open the Excel file containing the information you want to copy.

2. Make sure that each line of the information is formatted correctly for the Adding Machine program.

   Excel cells may contain numbers, formulas, or other information. If the cell you select contains a number, and if you make no changes to the cell, the Adding Machine program will assume that you wish to add the number to the current total when you paste it. If you want the Adding Machine program to perform another operation, you need to add the appropriate operation character to the information.

   For example, if the first cell of information contains the number

   54

   and you want the Adding Machine program to subtract the number, you need to put a – symbol after the number. The cell then contains the information

   54 –

NOTE: If the cell that you select contains a formula, when you paste it into the Adding Machine program it will be pasted as the result of that formula, not the formula itself. For example, if the cell contains the formula

=SUM(A8:A13)

the Adding Machine program will understand the contents of the cell as the total of the specified sum.

3. Select the information you want to copy.

NOTE: The Adding Machine can not accept more than one column of information at a time. If you try to paste more than one column at a time, only the first column will be processed. In order to copy rows, or multiple columns, simply repeat steps 3 through 6 as needed.

4. Choose Copy from the Excel Edit menu.

5. Open the Adding Machine file to which you want to copy the information.

6. Choose Paste from the Adding Machine program's Edit menu.

   The Adding Machine program pastes the information to the bottom of the current paper tape or, if the printing switch is set to Off, to the end of the current operation. The program performs any operations the information indicates.

Opening a Word File with the Adding Machine Program

To open a Word file with the Adding Machine program:

1. Open the Word file you want to use.

2. Make sure each line of the information is formatted correctly for the Adding Machine program.

   If the information in your Word file contains no operation characters, the Adding Machine program will add all the numbers in the file. If you want the Adding Machine program to perform a different operation on a number, you need to add the appropriate operation character to the information.

   For example, if you have the number

   23

   in a line of text, and you want to multiply 23 by the current total in the Adding Machine program, you need to add a * character after the number. The line of text is then

   23 *

3. Choose Save As from the File menu.

   In the Save As dialog box, select Text Only or Text Only with Line Breaks from the Save File as Type box. Both file types produce the correct format for the Adding Machine program.

4. If you want to save the text file under a new name, type the name in the Save Current Document as box.

5. Click Save and close the Word document.

6. In the Adding Machine program, choose Open from the File menu.

7. In the Open dialog box, click the text file you saved in Word, and then click Open.

8. The Adding Machine program opens the file and performs any operations in the file.

TRANSFERRING INFORMATION FROM THE ADDING MACHINE PROGRAM TO ANOTHER PROGRAM

You can transfer both notes and operations from the Adding Machine program to another program. The Adding Machine program transfers all the information in a line, including the # symbol in a note, any operation characters, and any blank spaces. If you want to change the information once it is transferred to the new program, you can use that program's editing features to make the changes.

The sections that follow give sample instructions for exchanging information between the Adding Machine program and Microsoft Word and Microsoft Excel. For specific instructions on using Word or Excel, see the appropriate documentation for these programs.

Copying Information from the Adding Machine Program to Word

To copy information from the Adding Machine program:

1. In the Adding Machine program, use the pointer to select the information you want to copy from the current paper tape.

2. Choose Copy from the Edit menu.

3. Open the Microsoft Word file to which you want to paste the information.

4. Position the insertion point where you want to paste the information.

5. Choose Paste from the Edit menu.

   Word pastes the information in the file.

6. If you want to change or reformat any of the information, use Word's editing features to make the changes.

Opening an Adding Machine File with Excel

To open an Adding Machine file with Excel:

1. In the Adding Machine program, save the file you want to open with Excel.

2. In Excel, choose Open from the File menu.

3. Select the paper tape file you want to work with, and click Open.

   Excel opens the Adding Machine program file.

4. If you want to change any of the information, use Excel's editing features to make the changes.

   When you open a paper tape file with Excel, operation characters are transferred with the numbers. If you want to perform operations using these numbers, you have to delete the operation characters from the cells.

> **NOTE:** If you paste a paper tape from the Adding Machine program to Excel, operation characters are not transferred with the numbers. Excel can use these numbers without editing.

Chapter 8: Adding Machine Window Examples

This chapter gives examples of operations that you can perform in the Adding Machine window. Each example tells you which settings in the window to choose for the operation. The examples also include a table that tells you what to enter at each step and shows you what appears in the display and on the paper tape as a result. The tables provide helpful explanations of the operations.

ADDITION AND SUBTRACTION

This example shows you how to perform the operation

$$17.35 + 12.29 - 43.12 = -13.48$$

To perform the operation, choose the following settings:

Decimal point: **F**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
17.35	17.35		
+=	17.35	17.35 +	
12.29	12.29		
+=	29.64	12.29 +	
43.12	43.12		
–	13.48 –	43.12 –	
CE/T	13.48 –	–13.48 T	When you press **CE/T** after entering an operation, the program totals the operation. If you have a color monitor, this total appears in red on the paper tape.

REPEAT ADDITION AND SUBTRACTION (WITH ROUNDING DOWN)

This example shows you how to perform the operation

$$2.12 + 2.12 + 2.12 + 3.15 - 1.75 - 1.75 = 6.01$$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: .

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
212	212		It's not necessary to type the decimal point because of the decimal point switch setting.
+=	2.12	2.12 +	Program adds decimal point.
+=	4.24	2.12 +	When you press the same operation key in succession, the program repeats the previous operation. In this case, the program adds 2.12 again.
+=	6.36	2.12 +	The program adds 2.12 again.
315	315		
+=	9.51	3.15 +	
175	175		
–	7.76	1.75 –	
–	6.01	1.75 –	The program subtracts 1.75 again.
CE/T	6.01	6.01 T	When you press **CE/T** after entering a subtraction or addition operation, the program records the current operation total on the paper tape.

MULTIPLICATION (WITH TWO-DECIMAL ROUNDING UP)

This example shows you how to perform the operation

$$11.92 \times 4.71 \times 28.14 = 1579.87$$

To perform the operation, choose the following settings:

Decimal point: **2**

Rounding: **5/4**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
11.92	11.92		
×	11.92	11.92 *	
4.71	4.71		
×	56.1432	4.71 *	When you press × after entering a multiplication operation, the program completes the multiplication operation and begins a second one.
28.14	28.14		
+=	28.14	28.14 =	When you press += after entering a multiplication operation, the program completes the multiplication. The result (1579.869648) is rounded up because the third decimal place is greater than 5.
	1,579.87	1579.87 T	The program automatically records the operation total on the paper tape.

DIVISION (WITH THREE-DECIMAL ROUNDING DOWN)

This example shows you how to perform the operation

423 ÷ 11 ÷ 0.79 = 48.676

To perform the operation, choose the following settings:

Decimal point: **3**

Rounding: **•**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
423	423		
÷	423	423 /	
11	11		
÷	38.4545454545	11 /	When you press ÷ after entering a division operation, the program completes the division operation and begins a second one.
.79	0.79		
+=	0.79	0.79 =	When you press += after entering a division operation, the program completes the division and rounds the result, in this case rounding 48.676639815 down to 48.676.
	48.676	48.676 T	The program automatically records the new operation total on the paper tape.

MIXED OPERATIONS (1)

This example shows you how to perform the operation

$$(14 + 4) \times 3 = 54$$

To perform the operation, choose the following settings:

Decimal point: **0**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
14	14		
+=	14	14 +	
4	4		
+=	18	4 +	
×	18	18 ST	When you press × after pressing +=, the program records the current subtotal on the paper tape.
	18	18 *	The program automatically records the beginning of the multiplication operation on the paper tape.
3	3		
+=		3 =	When you press += after entering a multiplication operation, the program completes the multiplication operation.
	54	54 T	The program automatically records the operation total on the paper tape.

MIXED OPERATIONS (2)

This example shows you how to perform the operation

$$6 \times 7 + 2 = 44$$

To perform the operation, choose the following settings:

Decimal point: **0**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
6	6		
x	6	6 *	
7	7		
+=		7 =	When you press += after entering a multiplication operation, the program completes the multiplication operation.
	42	42 T	The program automatically records the new total on the paper tape.
+=	42	42 +	When you press the same operation key in succession, the program repeats the previous operation. In this case, the program displays the total, 42, as the new subtotal.
2	2		
+=	44	2 +	
CE/T	44	44 T	When you press **CE/T** after pressing +=, the program records the total on the paper tape.

MIXED OPERATIONS (3)

This example shows you how to perform the operation

$$((8 + 13) \times 4.6 \times 1.3) \div 4 = 31.39$$

To perform the operation, choose the following settings:

Decimal point: **2**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
8	8		
+=	8.00	8 +	
13	13		
+=	21.00	13 +	
×	21.00	21.00 ST	When you press × after pressing +=, the program records the current subtotal on the paper tape.
	21.00	21.00 *	The program automatically records the beginning of a multiplication operation on the paper tape.
4.6	4.6		
×	96.6	4.6 *	
1.3	1.3		
÷	125.58	1.3 /	When you press ÷ after entering a multiplication operation, the program completes the multiplication operation and begins a division operation.
4	4		
+=	4	4 =	When you press += after entering a division operation, the program completes the division operation.
	31.39	31.39 T	The program automatically records the operation total on the paper tape.

PERCENT (1)

This example shows you how to perform the operation

$$300 \times 20\% = 60$$

To perform the operation, set the + key to % using the Plus Key menu, and then choose the following settings:

Decimal point: **2**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
300	300		
×	300	300 *	
20	20		
%	60.00	20 %	When you press the + function key (and the plus key is set to %) or you select the % key on the display keypad, the program divides the specified percent (20) by 100 and multiplies the result (.2) by the current operation total (300).
	60.00	60.00 T	The program automatically records the percentage total on the paper tape.
CE/T	300	300 T	When you perform a percentage operation, the program does not change the current operation total in the computer's memory. When you press **CE/T** immediately after pressing **%**, the program clears the percentage total and records the previous operation total in the display and on the paper tape.

PERCENT (2)

This example shows you how to perform the operation

$$413 \div 1872\% = 22.06$$

To perform the operation, set the + key to % using the Plus Key menu, and then choose the following settings:

Decimal point: **2**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
413	413		
÷	413	413 /	
1872	1,872		
%	22.06	1872 %	When you press **%**, the program divides the specified percent (1,872) by 100 and divides the current operation total (413) by the result (18.72).
	22.06	22.06 T	The program automatically records the percentage total on the paper tape.
CE/T	413	413 T	When you perform a percentage operation, the program does not change the current operation total in the computer's memory. When you press **CE/T** immediately after pressing **%**, the program clears the percentage total and records the previous operation total in the display and on the paper tape.

PERCENT FOR SALES TAX

This example shows you how to perform the operation

$400 plus 6% sales tax = $424.00

To perform the operation, set the + key to % using the Plus Key menu, and then choose the following settings:

Decimal point: **2**

Rounding: •

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
400	400		
×	400	400 *	
6	6		
%	24.00	6 %	When you press %, the program divides the specified percent (6) by 100 and multiplies the result (.06) by the current operation total (400).
	24.00	24.00 T	The program automatically records the percentage total on the paper tape.
+=		24.00 +	When you press += after performing a percent operation, the program adds the percentage total to the operation total (400).
	424.00	424.00 T	The program automatically records the new operation total on the paper tape.

PERCENT FOR SALES DISCOUNT

This example shows you how to perform the operation

$300 less a 5% discount = $285.00

To perform the operation, set the + key to % using the Plus Key menu, and then choose the following settings:

Decimal point: **2**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
300	300		
×	300	300 *	
5	5		
%	15.00	5 %	When you press **%**, the program divides the specified percent (5) by 100 and multiplies the result (.05) by the current operation total (300).
	15.00	15.00 T	The program automatically records the percentage total on the paper tape.
–		15.00 –	When you press – after performing a percent operation, the program subtracts the percentage total from the operation total (300).
	285.00	285.00 T	The program automatically records the new operation total on the paper tape.

TAX FUNCTION AFTER ADDITION

This example shows you how to perform the operation

($3.50 + $6.25) plus 7% sales tax = $10.43

To perform the operation, use the Plus Key menu to set the + key to TAX, specify a 7% tax, and then choose the following settings:

Decimal point: +

Rounding: .

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
350	350		
+=	3.50	3.50 +	
625	625		
TAX	9.75	6.25 +	When you press **TAX** after entering an operation, the program completes the previous operation.
	9.75	9.75 ST	The program automatically displays the current subtotal on the paper tape.
	9.75	9.75 *	The program automatically begins the tax multiplication operation.
	0.68	7 %	The program automatically multiplies the current subtotal by the specified tax percentage.
	0.68	0.68 T	The program automatically records the tax.
	0.68	0. 68 +	The program automatically adds the tax to the previous subtotal.
	10.43	10.43 T	The program automatically records the new operation total.

TAX FUNCTION AFTER MULTIPLICATION

This example shows you how to perform the operation

($6.00 × 4) plus 7% sales tax = $25.68

To perform the operation, use the Plus Key menu to set the + key to TAX, specify a 7% tax, and then choose the following settings:

Decimal point: +

Rounding: .

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
6	6		
×	6	6 *	
4	4		
×	24	4 *	
TAX	1.68	7 %	When you press **TAX** after entering an operation, the program completes the operation and multiplies the total by the specified tax.
	1.68	1.68 T	The program automatically records the tax on the paper tape.
	1.68	1.68 +	The program automatically adds the tax to the previous operation total (24).
	25.68	25.68 T	The program automatically records the new operation total on the paper tape.

MEMORY (1)

This example shows you how to perform the operation

$$(14 \times 22) + (116 \div 3) - (48 \times 6) = 58.66$$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: .

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
14	14		
×	14	14 *	
22	22		
M+	308.00	22 =	When you press **M+** after entering an operation, the program completes the operation.
	308.00 M	308.00 M+	The program automatically adds the operation total to the memory total. The M+ on the paper tape indicates that the program has added 308 to the memory total. The M in the display indicates that the memory total is not zero.
116	116 M		
÷	116 M	116 /	
3	3 M		
M+	38.66 M	3 =	The program completes the previous operation.
	38.66 M	38.66 M+	The program automatically adds the operation total to the memory.
48	48 M		
×	48 M	48 *	
6	6 M		
M-	288.00 M	6 =	The program completes the previous operation.

Your Entry	Display	Paper Tape	Explanation
	288.00 M	288.00 M–	The program automatically subtracts the operation total from the memory.
MS	58.66 M	58.66 MS	When you press **MS**, the program records the memory subtotal on the paper tape.
MT	58.66	58.66 MT	When you press **MT**, the program records the memory total on the paper tape and clears the memory. Since the memory total is now zero, there is no M in the display.

MEMORY (2)

This example shows you how to perform the operation

$$(149 + 27) \times (3.12 - .48) = 464.64$$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: •

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
149	149		
M+	149 M	149 M+	
27	27 M		
M+	27 M	27 M+	
3.12	3.12 M		
+=	3.12 M	3.12 +	
.48	0.48 M		
−	2.64 M	0.48 −	
×	2.64 M	2.64 ST	
	2.64 M	2.64 *	
MS	176.00 M	176.00 MS	When you press **MS**, the program records the memory subtotal on the paper tape and enters the subtotal as a number in the current operation.
+=	464.64 M	176.00 =	When you press += after entering a multiplication operation, the program completes the operation. In this case, the program multiplies the current operation total (2.64) by the current memory subtotal (176.00).
	464.64 M	464.64 T	The program automatically records the current operation total on the paper tape.

COMMENTS AND ITEM COUNT

This example shows you how to perform the operation

342 + 108 + 712 = 1,162

with comments and item counts added.

To perform the operation, choose the following settings:

Decimal point: **2**

Rounding: **.**

Printing: **Item**

Your Entry	Display	Paper Tape	Explanation
7	7		
#/ST	0	# 7	When you press #/**ST** after entering a number, the program records that number as a note on the left side of the paper tape.
342	342		
+=	342.00	342 +	
108	108		
+=	450.00	108 +	
14	14		
#/ST	0	# 14	The program records 14 as a note. This number has no effect on the calculation.
712	712		
+=	1,162.00	712 +	
CE/T	1,162.00	1162.00 T	
	1,162.00	3 items	When the printing switch is set to Item, and you total an addition or subtraction operation, the program records the number of items in the operation on the paper tape.

Chapter 9: Calculator Window Examples

This chapter gives examples of operations that you can perform in the Calculator window. Each example tells you which settings in the window to choose for the operation. The examples also include a table that tells you what to enter at each step and shows you what appears in the display and on the paper tape. The tables provide helpful explanations of the operations.

ADDITION

This example shows you how to perform the operation

3 + 16 = 19

To perform the operation, choose the following settings:

Decimal point: **2**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
3	3		
+	3.00	3 +	
16	16		
=	19.00	16 =	When you press = after entering an operation, the program completes that operation.
	19.00	19.00 T	The program automatically records the operation total on the paper tape.

ADDITION OF A NEGATIVE NUMBER

This example shows you how to perform the operation

$$4 + -9 = -5$$

To perform the operation, choose the following settings:

Decimal point: **2**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
4	4		
+	4.00	4 +	
–9	9		When you enter a negative number in an operation, you enter the – sign first and then enter the number.
=	5.00 –	–9 =	When you press = after entering an operation, the program completes the operation. If you have a color monitor, negative numbers appear in red.
	5.00 –	–5.00 T	The program automatically records the operation total on the paper tape.

SUBTRACTION

This example shows you how to perform the operation

62 – 14 = 48

To perform the operation, choose the following settings:

Decimal point: **2**

Rounding •

Printing **On**

Your Entry	Display	Paper Tape	Explanation
62	62		
–	62.00	62 –	
14	14		
=	48.00	14 =	When you press = after entering an operation, the program completes the operation.
	48.00	48.00 T	The program automatically records the operation total on the paper tape.

MULTIPLICATION (1)

This example shows you how to perform the operation

$14 \times 3 = 42$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: •

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
14	14		
×	14.00	14 *	
3	3		
=	42.00	3 =	When you press = after entering an operation, the program completes the operation.
	42.00	42.00 T	The program automatically records the operation total on the paper tape.

MULTIPLICATION (2)

This example shows you how to perform the operation

$$(12 \times 8)^2 = 9{,}216$$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: •

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
12	12		
×	12.00	12 *	
8	8		
×	96	8 *	When you press × after entering a multiplication operation, the program completes the multiplication operation and begins a second one.
=	9,216.00	96 =	When you press = after entering an operation, the program completes the operation.
	9,216.00	9216.00 T	The program automatically records the operation total on the paper tape.

MULTIPLICATION OF A NEGATIVE NUMBER

This example shows you how to perform the operation

$$13 \times -6 = -78$$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: •

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
13	13		
×	13.00	13 *	
–6	6		When you enter a negative number, you enter the – sign first, and then enter the number.
=	78.00 –	–6 =	When you press = after entering an operation, the program completes the operation. If you have a color monitor, negative numbers appear in red on the paper tape.
	78.00 –	–78.00 T	The program automatically records the operation total on the paper tape.

DIVISION

This example shows you how to perform the operation

28 ÷ 4.1 = 6.82

To perform the operation, choose the following settings:

Decimal point: +

Rounding: .

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
28	28		
÷	28.00	28 /	
4.1	4.1		
=	6.82	4.1 =	When you press = after entering an operation, the program completes the operation.
	6.82	6.82 T	The program automatically records the operation total on the paper tape.

DIVISION OF A NEGATIVE NUMBER

This example shows you how to perform the operation

$$37 \div (-3) = -12.33$$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: .

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
37	37		
÷	37.00	37 /	
−3	3		
=	12.33 −	−3 =	When you press = after entering an operation, the program completes the operation. If you have a color monitor, negative values appear in red on the paper tape.
	12.33 −	−12.33 T	The program automatically records the operation total on the paper tape.

MIXED OPERATIONS (1)

This example shows you how to perform the operation

$$(2 \times 7) \times 5 + 14 - 3 = 81$$

To perform the operation, choose the following settings:

Decimal point: **2**

Rounding: **.**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
2	2		
×	2.00	2 *	
7	7		
=	14.00	7 =	When you press = after entering an operation, the program completes the operation.
	14.00	14.00 T	The program automatically records the operation total on the paper tape.
×	14.00	14.00 *	
5	5		
=	70.00	5 =	The program completes the previous operation.
	70.00	70.00 T	The program automatically records the operation total on the paper tape.
+	70.00	70.00 +	
14	14		
=	84.00	14 =	The program completes the previous operation.
	84.00	84.00 T	The program automatically records the operation total on the paper tape.

Your Entry	Display	Paper Tape	Explanation
–	84.00	84.00 –	
3	3		
=	81.00	3 =	The program completes the previous operation.
	81.00	81.00 T	The program automatically records the operation total on the paper tape.

MIXED OPERATIONS (2)

This example shows you how to perform the operation

$$-3 \times 8 \div 7 = -3.42$$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: •

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
–3	3		When you enter a negative number, you enter the – sign first, and then enter the number.
×	3.00 –	–3 *	
8	8		
=	24.00 –	8 =	When you press = after entering an operation, the program completes the operation.
	24.00 –	–24.00 T	The program automatically records the operation total on the paper tape.
÷	24.00 –	–24.00 /	
7	7		
=	3.42 –	7 =	The program completes the previous operation.
	3.42 –	–3.42 T	The program automatically records the operation total on the paper tape.

MIXED OPERATIONS (3)

This example shows you how to perform the operation

$((6 + 2) \times 3.2 \times 6.7) \div 2 = 85.76$

To perform the operation, choose the following settings:

Decimal point: **2**

Rounding: **•**

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
6	6		
+	6.00	6 +	
2	2		
×	8.00	2 *	When you press × after entering an addition operation, the program completes the addition operation and begins a multiplication operation.
3.2	3.2		
×	25.6	3.2 *	When you press × after entering a multiplication operation, the program completes the multiplication operation and begins a second one.
6.7	6.7		
÷	171.52	6.7 /	When you press ÷ after entering a multiplication operation, the program completes the multiplication operation and begins a division operation.
2	2		
=	85.76	2 =	When you press = after entering an operation, the program completes the operation.
	85.76	85.76 T	The program automatically records the operation total on the paper tape.

MEMORY

This example shows you how to perform the operation

$$(14 \times 21) + (308 \div 6) - (41 \times 3) = 222.33$$

To perform the operation, choose the following settings:

Decimal point: +

Rounding: •

Printing: **On**

Your Entry	Display	Paper Tape	Explanation
14	14		
×	14.00	14 *	
21	21		
M+	294.00 M	21 =	When you press **M+** after entering an operation, the program completes the operation.
	294.00 M	294.00 T	The program automatically records the operation total on the paper tape.
	294.00 M	294.00 M+	The program automatically adds the operation total to the memory.
308	308 M		
÷	308.00 M	308 /	
6	6 M		
M+	51.33 M	6 =	The program completes the current operation.
	51.33 M	51.33 T	The program automatically records the operation total on the paper tape.
	51.33 M	51.33 M+	The program automatically adds the operation total to the memory.

Your Entry	Display	Paper Tape	Explanation
41	41 M		
×	41.00 M	41 *	
3	3 M		
M–	123.00 M	3 =	The program completes the current operation.
	123.00 M	123.00 T	The program automatically records the operation total on the paper tape.
	123.00 M	123.00 M–	The program automatically subtracts the operation total from the memory.
M=	222.33 M	222.33 M=	When you press **M=**, the program records the current memory total.
MC	222.33	0 MC	When you press **MC**, the program clears the memory.

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